



King County
COMMUNICATIONS SPECIALIST III
(PUBLIC RELATIONS)
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE AND BUSINESS OPERATIONS DIVISION
PAYROLL IMPROVEMENT PROJECT
Annual Salary Range: \$52,548.91 - \$66,608.67
Job Announcement: 04LW4368TLT
OPEN: 8/23/04 CLOSE: 9/6/04

WHO MAY APPLY: This is a term-limited temporary position, which is expected to last no more than 16 months. This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Also, please include in your applicant package a hardcopy of an information gathering tool that you have created (a survey, instructional aid, website, etc). Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: King County Exchange Building, 11th Floor, 821 Second Avenue, Seattle, WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday. The workweek is normally Monday through Friday; some evening and weekend work is required.

PRIMARY JOB DUTIES INCLUDE:

- Design and oversee completion of a detailed Communications Plan for the MSA Standardization and Payroll Improvement projects (referred to collectively as PIP).
- Develop and execute publications and other media, including: training materials, user manuals, policies and procedures, surveys/interview content, web content, bulletins, newsletters and presentations, including research, design, creation, coordination and distribution from start to finish.
- Identify communication needs and issues for the PIP projects. Identify key stakeholders and anticipate and act proactively to correct any gaps in project communications.
- Provide expertise in format and layout design, readability, audience appropriateness and effectiveness of all written communications materials produced by the project.
- Interact with specific audiences, technical and non-technical, to provide information, communicate program/project elements, listen to concerns and help resolve problems.
- Prepare information and materials for trainings and project presentations.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Give presentations and/or conduct trainings or surveys with internal and external customers, and/or act as scribe for selected meetings and data-gathering sessions.
- Assess budgetary needs of communication program elements.
- Coordinate the development of effective networks within the King County staff, officials, user groups, project oversight committees and multidisciplinary teams and subject matter experts to support development and implementation of projects.
- Develop stakeholder and user group communications materials, including web-based, email and print, and communicate update information and program/project elements.
- Handle and communicate politically sensitive issues skillfully.
- Use creativity and imagination in preparing communications materials that address the needs of multiple targeted audiences, including content, layout, presentation and usability.
- Make decisions about communication methods or tools necessary for assigned work.

QUALIFICATIONS:

- Highly developed writing and oral communication skills.
- Strong interpersonal and customer/public relations skills.
- Demonstrated ability to create and execute detailed communication plans.
- Knowledge of communications principles, methods and materials.
- Expert level at MS Word, and strong knowledge of MS Powerpoint.

WORKING KNOWLEDGE IS REQUIRED IN:

- Writing, editing and/or illustrating technical and non-technical information
- Research methods, tools and techniques, including interviews and surveys
- Ability to develop presentation and written materials for targeted audiences
- Ability to work with and communicate to different stakeholders, including technical, operations staff, management and leadership, as well as other relevant groups
- Ability to synthesize and communicate technical information to non-technical audiences
- Ability to initiate, identify and assess effective communication plans and strategies of targeted audiences, including some information architecture in addition to business/technical writing
- Ability to be sensitive to the political environment and other audience- and discipline-specific considerations and needs
- Ability to organize work assignments and set priorities to meet deadlines
- Presentation and group facilitation skills, methods, tools and techniques
- Project management skills
- Ability to present complex projects to audiences of different levels
- MS Excel

DESIRABLE QUALIFICATIONS:

Working knowledge of Federal, State and King County payroll regulations, rules, policies, and practices; Knowledge of government and community processes and structures; Experience with GEAC/MSA HR/Payroll and/or Peoplesoft HRMS; Experience with TQM; Training and/or advanced presentation experience; MS Publisher; Access; Visio.

UNION REPRESENTATION: This position is not union represented.

CLASS CODE: 2501300